



## Checklist for SUBDIVISION APPLICATIONS – Major and Minor Subdivisions

This Checklist is to be used as a guide for complying with the *Town of Milford Subdivision Regulations*. A completed Checklist must be submitted as part of the required subdivision application. The Planning Board shall make a determination to accept, reject, or table an application based on both its review and the review and recommendation of the Department of Planning and Community Development.

Please fill out this Checklist thoroughly by checking the appropriate box and providing the necessary information. Provide written justification for any waiver requests (including citing the appropriate section number of the regulations), or for any boxes checked “not applicable” if the reasons are not apparent.

The *Milford Subdivision Regulations and Zoning Ordinance* is available for a fee at the Milford Department of Planning and Community Development or on the Web at: <http://www.milford.nh.gov/planning/planning.htm>. If you have any questions, please contact this Office for assistance, at 603-673-7964. **General construction standards** for storm drainage, roadways, water and sanitary sewer are available for a fee at the Department of Public Works.

Name of Subdivision Application \_\_\_\_\_ Map(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

### TYPE OF SUBDIVISION:

☐ Minor Subdivision

☐ Major Subdivision

A subdivision proposal shall not constitute the creation of more than two new lots in addition to an existing lot from which the subdivision is created. This mechanism also applies to the exchange or transfer of land between existing, adjacent lots (lot-line adjustment).

<u>REQUIREMENTS</u>	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>	<u>EXPLANATION</u>
1. Sheet size no larger than 22" x 34"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. _____
2. Title block with names of project, owner, applicant, tax map and lot numbers, and date of preparation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. _____
3. Scale, not to be more than 1"= 100' (overview plans may be a 1" = 200")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. _____
4. Name and address of owner(s) of record of parcels to be subdivided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. _____
5. Name, address, stamp, and signature of				5. _____
- licensed surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- licensed civil engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- licensed soil scientist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- licensed wetland scientist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. North arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. _____
7. Location map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. _____
8. Deed references for subject property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. _____
9. Plan references for base plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. _____
10. Zoning of parcel(s) to be subdivided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. _____
11. Zoning of abutting parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. _____
12. Owners of record of abutting parcels and parcels within 100' (current within	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. _____

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30 days of plan submittal)				
13. Locations of all existing buildings within 100' of the parcel(s) to be subdivided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. _____
14. Locations of all roads, rights-of-way, roadways, driveways, and access easements with 100' of the parcel(s) to be subdivided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. _____
15. Delineation of all building setbacks on proposed lots, inclusive of wetland buffers; note on plan stating the required building setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. _____
16. Water supply details, including source of water supply; location of existing and proposed wells; location, size, and materials of existing and proposed water lines, services, and hydrants; location of adjacent (within 100') water supply facilities; plans and profiles of proposed water line extensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. _____
17. Sanitary sewer details, including location and sizes of existing and proposed sewer lines and services; proposed septic system locations with supporting test pit data; plans and profiles of proposed sewer line extensions; location of adjacent (within 100') sanitary sewer facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. _____

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18. Stormwater management details, including existing and proposed methods of handling stormwater; drainage system designs for a 25-year storm frequency; location, size, and description of adjacent (within 100') stormwater facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. _____
19. Location, size, and details of all exterior lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. _____
20. Location, size, and details of signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. _____
21. Delineation of snow storage areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. _____
22. Location and details on trash removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. _____
23. Subdivision layout:				23. _____
A. Boundary of entire tract(s) to be subdivided, based on acceptable land survey standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Metes and bounds of all proposed Lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Areas of proposed lots in square feet and acres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D. Area of wetland and slopes over 25% in square feet and acres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E. Proposed map and lot numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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F. Location of existing natural and man-made site conditions and improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
G. Proposed road rights-of-way (ROW) with linear, angular, and curve data; proposed road grades; details on ROW, grades, and improvements for roads within 100' of proposed subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
H. Proposed sidewalks, bikepaths, trails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
I. Delineation of former lot lots resulting from any resubdivisions and lot line adjustments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24. Delineation of all natural features, including:				24. _____
A. Soils, as determined by either NRCS soil survey data or High Intensity Soil Studies; with explanatory data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Topography at 2' contour intervals; with survey benchmark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Wetland delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D. Delineation of all surface waters and delineation of required buffers and shoreland protection areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E. Note on plan regarding applicability Groundwater Protection District Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
F. Delineation of 100-year floodplain with reference citation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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25. Delineation of all proposed easements; inclusive but not limited to roadways and access, utility, drainage, tree-cutting, conservation, or other proposed or existing easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. _____
26. Note on plan regarding assessment of applicable impact fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. _____
27. Planning Board approval block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. _____
28. Tax map sketch at the scale of the appropriate town tax map(s) where the subdivision is situated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. _____

### **ADDITIONAL REQUIREMENTS**

Depending on the size, type, location, and potential impacts of a proposed subdivision, the Planning Board may require additional information necessary to properly manage the growth and development of the community. After input from the Planning Board at a formal public meeting, the applicant may be required to submit the following before an application is accepted:

	<b><u>REQUIRED</u></b>	<b><u>COMMENTS</u></b>
A. Conventional Subdivision Plan/Layout (for Open Space Conservation Design subdivisions)	<input type="checkbox"/>	_____
B. Public Services and Facilities (Fiscal) Impact Statement	<input type="checkbox"/>	_____
C. Environmental Impact Statement	<input type="checkbox"/>	_____
D. Phasing Plan	<input type="checkbox"/>	_____
E. Traffic Impact Statement	<input type="checkbox"/>	_____
F. Scenic Road Impact Plan	<input type="checkbox"/>	_____
G. Architectural designs and elevations	<input type="checkbox"/>	_____
H. Proposed covenants	<input type="checkbox"/>	_____

### **OUTSIDE AGENCY REVIEW, PERMITTING, AND APPROVALS**

Depending on the jurisdiction of outside agency authority, and prior to the acceptance of the Subdivision Application by the Planning Board, the applicant may be required to obtain approvals and permits for various aspects of the development from:

	<b>REQUIRED</b>	<b>COMMENTS</b>
A. Milford Zoning Board of Adjustment	<input type="checkbox"/>	_____
B. Milford Conservation Commission	<input type="checkbox"/>	_____
C. NH Department of Environmental Services (DES)		
1. State subdivision approval	<input type="checkbox"/>	_____
2. Site specific	<input type="checkbox"/>	_____
3. Utility extensions	<input type="checkbox"/>	_____
4. Wetlands dredge and fill	<input type="checkbox"/>	_____
D. NH Department of Transportation (NHDOT)	<input type="checkbox"/>	_____
E. US Army Corps of Engineers	<input type="checkbox"/>	_____
F. "Regional Impact" review	<input type="checkbox"/>	_____
G. Milford Heritage Commission	<input type="checkbox"/>	_____
H. Other agencies as required (please list)	<input type="checkbox"/>	_____

Depending upon the type of review and permit, the Planning Board may require that the permit be obtained prior to final approval and signing of the subdivision plan ( thus requiring final acknowledgement by the Planning Board) or as a condition of approval to be met prior to the signing of the subdivision plan but not requiring a final meeting with the Planning Board.

**Signature of person preparing the Subdivision Application Checklist:**

**Name / Title** \_\_\_\_\_

**Date** \_\_\_\_\_